



RIDOT POLICY

DATE:

July 3, 2003

REFERENCE:

**Travel Time for
Conferences, Seminars
and Training**

Policy Statement:

The Department of Transportation encourages and supports a liberal practice to allow employees the privilege to travel voluntarily in/or out-of-state to attend conferences, seminars and training. RIDOT recognizes that such enrichment opportunities promote the professional growth, knowledge, skills and abilities of our personnel in the performance of their regular job assignments.

Guideline:

Occasionally, to attend conference activities, it becomes necessary for an individual to commence or complete such travel involved outside of a scheduled workday. Such travel is incidental to attendance and is not to be credited as time worked. The purpose of this communication is to provide guidance to Supervisors that it has been the long-standing practice of this Department not to compensate employees for any additional hours involved beyond their regular scheduled work hours. In no case is paid time or compensatory time to be credited by any Supervisor. The only exception to this policy is when the Departmental Appointing Authority has approved and directs an employee's necessary attendance as an agency representative at a function. In such cases, travel or attendance reasonably needed, on a scheduled or non-scheduled workday may be credited to the normal workweek. A written request with *prior* approval for such credited *compensable* travel time must be secured from the Division Administrator and the Human Resources Officer before commencing travel.

This document replaces all other documents related to this subject.

(S) Paul E. Pysz

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Human Resources Administrator

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Director of Transportation